APPLICATION FOR PROFESSIONAL DEVELOPMENT FUNDS

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|  | | | | **Instructions:**   1. Complete form. 2. Save completed form as a Word document. 3. Submit by attaching to email and send to Michaela Wickman at [mwickman@northland.edu](mailto:mwickman@northland.edu) |  |
| General Information | | | |
| Faculty Name: | | | |
| Date of request: | | | |
| Funds are requested for: | | | |
|  | | | |
| Professional Development Information: | | | | |
| Title of conference/professional society meeting or name of activity: (Please explain acronyms.) | | | | |
|  | If applicable, title of presentation **(attach abstract of paper)** or official role at meeting: | | | |  |
| Location of conference/meeting: | | | | |  |
| Dates of activity/conference | | From: | To: | |

|  |  |
| --- | --- |
| Documentation for Professional Activity: | |
| ☐ | Written documentation for activity is attached or provided here |
| ☐ | The invitation to present has been received from the society/conference (attach a copy of the official  invitation) |
| ☐ | An invitation has not been received but is expected no later than |

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| Describe how this professional development opportunity will: |
| Further your scholarly agenda or professional development goals: |
| Contribute to the professional community or discipline with which you are affiliated: |
| Benefit Northland students or the College more generally: |
| Will Northland students be accompanying you? ☐Yes ☐No If yes, how many? Will the students be presenting? |

|  |  |
| --- | --- |
| Estimated Expenses | |
| Travel: | $ |
| Registration: | $ |
| Meals: | $ |
| Lodging: | $ |
| Other (specify): | $ |
| Total amount requested: | $ |

Approval Process (Faculty Development Committee will complete)

Faculty Development or Dean approval:

**Amount approved**: $

□ Yes

□ No Date: